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OFFICE OR STAFF TRAINING			OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page 1 of 1 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)	
 25X1A6a ENGINEERING AND MAINTENANCE STAFF ENGINEERING BRANCH			 25X1A6a ENGINEERING AND MAINTENANCE STAFF MAINTENANCE BRANCH			25X1A 		
Electrician	WB-15	482.01	Carpenter	WB-12	487.01			
Plumber	WB-12	812	Carpenter	WB-12	487.02			
			(Place on T/O after position 487)					
Per request of Training Memorandum dated 20 May 1953.								
No change in T/O Strength or ceiling.								
NEW OFFICE TOTALS			APPROVAL					
T/O Strength T/ Ceiling 			The T/O Grades listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is			Chief, Class. & Wage Div. TITLE		

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FORM NO. 30-25
SEP 1952

T/O CHANGE AUTHORIZATION

MAY 27 1953

(4-39)

25X9A2

25X9A2
Approved For Release 2000/08/28 : CIA-RDP78-03568A000600030023-7

20 May 1953

MEMORANDUM FOR : Chief, Classification and Wage Division

FROM : Director of Training

SUBJECT : Request for Exchange of Positions at Project [REDACTED]

25X1A6a

25X1A6a 1. Since the time of the overall revision of the T/O of the Support functions at [REDACTED], experience has shown that certain types of positions are still in short supply while others are considered surplus.

2. The Engineering and Maintenance Staff has found that they need two additional Carpenter positions whereas one Electrician and one Plumber position are now surplus. Therefore, it is requested that the following exchange of positions be made:

<u>DELETE</u>		<u>ADD</u>	
Electrician, U 811	WB-15	Carpenter	WB-15
Plumber	U 812	Carpenter	WB-12

482.0 protR

3. We believe the above exchange of positions is completely realistic in view of the current work load and would add considerably to the efficiency of the Engineering and Maintenance Staff.

25X1A9a

for MATTHEW BAIRD

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